

CLASS TITLE: PUBLIC FACILITIES SECURITY RIGHTS OF WAY LEAD

PURPOSE OF THE CLASSIFICATION: Under general supervision performs responsible lead work involving critical infrastructure facilities' security and public safety concerns, enforcing and ensuring federal/state laws/ordinances, City nuisance/zoning codes and security policies/procedures compliance with right of way, signage, security program and environmental regulations and other related assigned duties.

ESSENTIAL TASKS:

- Leads security officers scheduling and assigning inmate work crews involved in litter abatement program activities, ensuring safety of officers, inmates, employees and the general public and compliance with the City's security policies and procedures
- Develops rules, policies and procedures for security officers, inmates and community service workers, enforcing safety and quality standards
- Performs inspections and various investigations against the City or City property to enforce/ensure federal/state law and City nuisance/zoning code and security policy/procedure compliance with right of way, signage and environmental regulations and litter abatement program activities
- Secures City of Tulsa critical infrastructure facilities and sets alarms, maintaining order and peace, enforcing municipal laws, rules, regulations, policies and procedures regarding security and safety issues
- Evaluates neighborhood environmental conditions, makes cleanup operation assessment and coordinates abatement efforts with other departments to eliminate health hazards and public safety concerns
- Acts as liaison in deploying Security Manager directives during absence and accountable for assigning and accomplishing missions in a timely and cost efficient manner
- Acts as liaison with the Tulsa Police and other departments regarding various security functions
- Inspects treatment plant buildings, grounds and suspicious activities, acting as first responder to fire, smoke, intrusion or panic alarms
- Reviews nuisance and zoning complaints for legal sufficiency and prepares cases for prosecution, ensuring proper documentation to include preparing/presenting detail maps, charts, photographs, reports and testifying in court
- Interprets applicable sections of relevant City, state and federal laws and ordinances, counseling concerned citizens, groups, contractors, property owners and other entities to include Neighborhood Watch program meeting participation
- Monitors Closed Circuit Television (CCTV) surveillance and access control equipment
- Operates light motor vehicle equipment
- Maintains various records, assessments, data and inventory and writes reports
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED); and five (5) years of progressively responsible experience in personnel/facility security or commissioned law enforcement, including experience overseeing prisoners in an outdoor environment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of security principles, practices and techniques; considerable knowledge of security and public safety related regulations, ordinances, laws and appropriate safety procedures; and good knowledge of inspections, investigations and related report writing. Ability to lead inmate personnel; ability to establish and maintain effective working relationships with employees, members of the general public, elected City officials and local, state and federal law enforcement agents; ability to understand and interpret ordinances and laws; ability to demonstrate safe, prudent and competent use of a sidearm; ability to remain calm in emergency situations; ability to communicate in noisy, hazardous or stressful situations with or without use of equipment; ability to make

split second decisions; ability to safely operate motor vehicles and electronic communication devices; ability to coordinate emergency situations and to respond appropriately; ability to cope with problem situations firmly, tactfully and courteously; ability to provide pertinent information reports; ability to maintain precise records and control inventory; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, telephone; occasional lifting and carrying up to 60 pounds; may be subject to sitting for extended periods of time, physical strength and stamina to chase and subdue fleeing persons and arrest suspects and to rescue victims; sufficient hand-eye coordination and position mobility in the ankles, knees, hips and back for required proficiency standards and positions with both the "gun" and "non-gun" hand; and vision, speech and hearing to perform the essential duties.

Licenses and Certificates: Possession of a valid Class "D" Oklahoma Operator's License; and CLEET Certified Armed Security Guard and Private Investigator's Licenses.

WORKING ENVIRONMENT: Working environment is indoors/outdoors in all weather conditions; requires use of telephone, other office equipment and may be required to work overtime and be on 24 hour standby.

Class Code: 1515

EEO Code: N-03

Pay Code: OT-18

Group: Public Safety

Series: Public Safety Technical

Effective Date: May 7, 2008